

Job description

Function/Role:	COC Representative
Committee:	Commission of Certification (COC)
Terms:	Appointed by COC for concrete exam venues
Elect/Shadow period:	not relevant
Max. years of extension:	not relevant
Tasks and responsibilities:	<p>The COC Representative is a service that the Commission of Certification decided to implement in order to respond to the new challenges that the growth of TA in Europe created in our community.</p> <p>The contract between the COC Representative and the COC is the following:</p> <p>1. to take part in the candidates' and examiners' meeting(s), explaining clearly their function, which is:</p> <ul style="list-style-type: none"> • to gather information about the possible different cultural styles of examining around Europe, and exchange ideas and information in order to maintain our international flavour. • to give a feedback to the boards and to the Local Exam Supervisors • to be present to give information to anyone who might have questions about our organization. For example, they themselves might have some information or they can help people find it. It is very useful to bring with them the Handbook and the Council • Booklet so that they might give contact details of relevant officers or committees such as research committee, bursaries officer etc. • to act in some ways as an ambassador or public relations person for our organization. <p>2. to observe some sample exams. The COC Representative will explain clearly that they will be totally out from the exam process:</p> <ul style="list-style-type: none"> • he/she will sit apart from the board and the candidate, and has to be considered "invisible". He/she will start to speak only at the end of the exam, after the candidate leaves the room, to exchange strokes and give brief feed-back to the board. In other words, the COC Representative will act

	<p>during the exams according to the functions described in section 9.7 of the EATA Handbook.</p> <ul style="list-style-type: none"> • COC suggests that the feedback will be done in two parts: first the COC Representative gives his/her feedback to the board, and then the board gives a feedback to the COC Representative about their opinions on the new experience. This can help to maintain mutual learning and an equal relationship. <p>3. After the exams the COC Representative will exchanges strokes and feedbacks with the Local Exam Supervisor(s) with a double process, as above, and will participate in the debriefing and celebrations.</p> <p>4. The COC Representative will write a report for the COC, covering all the area of their contract.</p> <p>5. Reimbursement: COC will reimburse the costs of travelling (flight, train etc.: original documents are needed) plus a lump sum per day for accommodation and meals, as for usual EATA missions. As for usual EATA missions there is no payment for the COC Representative: this is a service on voluntary basis.</p> <p>6. COC asks the Local Exam Supervisors to give all the help the COC Representative will need for his/her mission (hotel booking etc.)</p>
Competencies:	<p>Living and working in a different country than the exam venue's but possibly speaking fluently the language of the country where the exams take place.</p> <p>English language</p>
TA competencies and requirements:	<p>The COC Representative is a TSTA and a very experienced examiner.</p> <p>He/she is a member of COC (or an experienced colleague appointed by this Commission) and has excellent knowledge of our organization.</p>
Special requirements:	<p>Keeping confidentiality in all matters.</p>
Other:	<p>They will not, however, be there to examine or assess examiners or organizers.</p>

Reviewed

Chair COC Christine Chevalier	General Secretary Annamaria Cser	EC Member Peter Rudolph
Date: 13/06/2020	Date: 23/05/2020	Date: 28/03/2020